



## Planning & Development Department

### FINAL PLAT & INFRASTRUCTURE PERMIT

This packet can also be used for Re-Plats



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Note: The Maricopa County Environmental Services Department (MCESD) Approval to Construct (ATC) application is also a requirement for Final Plats/Infrastructure Permits. This document can be obtained at MCESD or on the Planning and Development webpage. At this time, the ATC application can either be submitted at MCESD or through the One Stop Shop (OSS) at Planning and Development.



# Planning & Development Department FINAL PLAT/INFRASTRUCTURE PERMIT PROCESS



**A SUBDIVISION**, is defined by ARS §32-2101 as improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivisions or subdivided lands include a stock cooperative and include lands divided or proposed to be divided as part of a common promotional plan. This paragraph shall not apply to leasehold offerings of one (1) year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is, or will be, thirty-six (36) acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that condominiums as defined in Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to this chapter.

Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. Approval of subdivisions occurs in two (2) stages: Preliminary plat and Final Plat.

## APPLICATION

An application for a Final Plat and Infrastructure Permit must be filed with the Planning and Development Department. Please note that applications must be complete. Intake may reject incomplete applications and/or applications that are submitted after 4:00 p.m. A pre submittal meeting is recommended.

## FINAL PLAT/INFRASTRUCTURE PERMIT PROCEDURES

After the Preliminary Plat is approved, the applicant may submit the Final Plat and related Infrastructure Plans to the Planning and Development Department. The Final Plat must meet the requirements set forth by the Planning and Zoning Commission, the Maricopa County Subdivision Regulations, and be in substantial compliance with the approved Preliminary Plat. The Final Plat and Infrastructure Plans will be reviewed by the Maricopa County Department of Transportation,

Environmental Services, Flood Control District, Drainage Review, Addressing, Building Plan Review, Zoning Plan Review, Comprehensive Planning, and Current Planning divisions. The Final Plat may also be routed to applicable fire department, any town or city within three miles of the site of the plat, and other interested parties. These reviewing agencies may require additional information in order to review the Final Plat.

## BOARD OF SUPERVISORS (BOS)

When the above-mentioned County agencies have approved the Final Plat and Infrastructure Plans, the applicant will be directed by the assigned Planner to obtain property owner and MCDOT signatures on a three (3) sets of mylars. These mylars will then be submitted to the Planner who will obtain signatures from both the Assessor's and Treasurer's offices. The Final Plat will be scheduled for the first available BOS meeting once all signatures are obtained. Please note that the Planner must receive signed mylars at least three (3) weeks prior to the desired BOS meeting.

## POST-BOS ACTIVITY

After the BOS approves and signs the Final Plat, it is transmitted by the Planning and Development Department to the County Recorder's Office. After recordation, an applicant will be contacted by Planning and informed that the Final Plat is ready for pick-up. Applicants will pay applicable recording fees and receive the recorded Final Plat mylars (minus one set). The applicant will then resubmit four (4) full-size folded paper copies of the recorded final plat to One Stop Shop the (OSS) with completed plan revision sheet as an "Addendum" including project name and tracking number. Failure to submit the Addendum as required, shall delay the approval of the Infrastructure Permit. Quality Control will notify the contact person upon approval of the Infrastructure Permit and the payment of fees will authorize the permit to be issued.

## APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff.



Planning & Development  
Department

FINAL PLAT APPLICATION



Was a pre submittal meeting conducted for this project? ☐ Yes ☐ No

APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Final or Re-Plat: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Description of Request: \_\_\_\_\_  
\_\_\_\_\_

# of Lots/Units, Tracts \_\_\_\_\_  
and/or Parcels: \_\_\_\_\_  
Gross Density Per Dwelling Unit: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_  
Related Case Number/s: \_\_\_\_\_

PROPERTY INFORMATION:

Address (if known): \_\_\_\_\_  
General Location (include nearest city/town): \_\_\_\_\_  
\_\_\_\_\_

Gross Acres: \_\_\_\_\_ Net Acres: \_\_\_\_\_  
Legal Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Subdivision Name (if applicable): \_\_\_\_\_

APPLICANT INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Planning & Development  
Department



PROPERTY OWNER AUTHORIZATION

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***FORM MUST BE COMPLETED IF THE APPLICANT IS NOT THE PROPERTY OWNER***

Date: \_\_\_\_\_

I hereby authorize: (name) \_\_\_\_\_  
(address) \_\_\_\_\_  
(city, state, zip) \_\_\_\_\_

to file this application on my behalf, and to act on my behalf on all matters relating to this request with Maricopa County. By signing this property owner authorization form, I also agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

Property Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

***DEPARTMENT USE ONLY***

Tracking Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



**Planning & Development  
Department  
BUILDING ACTIVITY APPLICATION**



<b>CURRENT ASSESSOR'S PARCEL NUMBER:</b>	- -	<b>CONSTRUCTION SITE ADDRESS:</b>		
	(Department use only)		Number- Fraction-Direction- Street Name      Suffix	
<b>GO TO PERMIT NUMBER:</b>			City	State      Zip Code
<b>MAJOR CROSS STREETS:</b>				
<b>PROPERTY OWNER INFORMATION</b>			<b>GENERAL INFORMATION</b>	
Last Name:			Subdivision:	
First Name:			Mobile Home Park Name:	
Mailing Address:			Lot #:	Block #:      Space #:
City:			Tract #:	
State:      Zip Code:			Lot Sq. Ft.:	
Country If Other Than U.S.:			Valuation of Project:	
Day Phone: (      )			<b>WORK DESCRIPTION</b>	
Alternative Phone: (      )				
Fax Number: (      )				
Email:				
<b>DIRECTIONS TO JOB SITE</b>				
			Related case # (if applicable):	
			<b>UTILITIES TO PROPERTY</b>	
			Electric Co.      Water Co.	
			Gas Co.      Sewer Co.	
			Fire District.	
<b>COMMERCIAL</b>			<b>MINOR BUILDING PERMIT</b>	
<b>NEW :</b> <input type="checkbox"/>	<b>ADDITION:</b> <input type="checkbox"/>		<b>A/C UNIT:</b> <input type="checkbox"/>	
<b>TENANT IMPROVEMENT:</b> <input type="checkbox"/>			<b>ELECTRICAL:</b> <input type="checkbox"/>	
<b>Business Name:</b>			<b>AMPS:</b>	
<b>Signs:</b> <input type="checkbox"/>	<b>Type:</b>	<b>Sign Area:</b>	<b>GAS LINE:</b> <input type="checkbox"/>	
<b>RESIDENTIAL</b>			<b>OTHER:</b> <input type="checkbox"/>	
<b>NEW:</b> <input type="checkbox"/>	<b>ADDITION:</b> <input type="checkbox"/>		<b>Specify:</b>	
<b>Standard Plan No:</b>			<b>GRADING PERMIT:</b>	
<b>Option No:</b>			<b>GRADING PERMIT:</b>	<input type="checkbox"/>
<b>REMODEL</b> (Interior work only): <input type="checkbox"/>				
<b>ACCESSORY BUILDING:</b> <input type="checkbox"/>			<b>MOBILE HOME/MOVE-ON PERMIT</b>	
<b>Type:</b>			<b>MOBILE HOME:</b> <input type="checkbox"/>	
<b>POOL:</b> <input type="checkbox"/>			<b>MULTI-SECTIONAL:</b> <input type="checkbox"/>	
<b>Standard Plan No:</b> <b>Option No:</b> <b>Lin Ft:</b>			<b>MANUFACTURED HOME:</b> <input type="checkbox"/>	
<b>FENCE:</b> <input type="checkbox"/>	<b>POOL BARRIER</b> <input type="checkbox"/>		<b>Year of MH:</b>	
<b>Fence type:</b>	<b>Height:</b>	<b>Lin Ft:</b>	<b>MOVE-ON :</b> <input type="checkbox"/>	
<b>COMPLIANCE INSPECTION</b>				
<b>Type:</b> <input type="checkbox"/>				
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2704 and is a class 2 misdemeanor.</p>				
Owner/Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your driveway tying into a Maricopa County right-of-way?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Owner/Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>OWNER / AGENT / CONTRACTOR'S SIGNATURE:</b> (Circle One)			<b>DATE:</b>	



Planning & Development  
Department  
CONTACT SUPPLEMENTAL



Complete applicable sections below.

TRACKING NUMBER:

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:	
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT PERSON 1:			TITLE:	
PHONE NUMBER: ( )			ALTERNATE PHONE: ( )	
CONTACT PERSON 2:			TITLE:	
PHONE NUMBER: ( )			ALTERNATE PHONE: ( )	
FAX NUMBER: ( )			E-MAIL:	

AGENT/CONTACT INFORMATION

BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON 1:	TITLE:
PHONE NUMBER: ( )	ALTERNATE PHONE: ( )
CONTACT PERSON 2:	
PHONE NUMBER: ( )	ALTERNATE PHONE: ( )
FAX NUMBER: ( )	E-MAIL:



**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PERMIT  
APPLICATION CHECKLIST**



Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. Applications will not be accepted for processing until the following information has been provided. **Applications must be submitted prior to 4:00 p.m.** This information is required by the Maricopa County Subdivision Regulations and/or department staff to adequately review the proposal. **A pre-submittal meeting is recommended.**

**1. APPLICATION:**

- ☐ A. Completed and signed Final Plat application, Building Activity Application, and Infrastructure Contact Supplemental **(15 copies)**.
- ☐ B. Letter addressed to Board of Supervisors with the following information: **(2 copies)**.
  - ☐ i. Request for approval
  - ☐ ii. Name and address of subdivider
  - ☐ iii. Party responsible for preparing plat
  - ☐ iv. Verification of Final Plat submittal to cities within three (3) miles of plat
- ☐ C. Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources **(2 copies – optional with initial application submittal, required prior to scheduling for BOS)**.
- ☐ D. Recorded official deed / Proof of ownership and signed Property Owner Authorization form, if applicable **(2 copies each)**

**2. FINAL PLAT INFORMATION:** Final Plat shall be to scale (Engineer's Scale) and at minimum submitted with the following requirements. Please see Maricopa County Subdivision Regulations for additional requirements. **Provide 15 collated, folded, and stapled copies** of large-scale plans (not to exceed 24" x 36" in size), and **15 copies** of an 8 ½" x 11" reduction of each page.

- ☐ A. Date of plat and subsequent revision dates
- ☐ B. Vicinity map with location of plat
- ☐ C. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data shall be referenced
- ☐ D. Boundary of parcel(s) to be subdivided fully balanced and closed
- ☐ E. Excepted parcels accurately described by bearings and distances
- ☐ F. North arrow and scale (written and graphic)
- ☐ G. Identification of Plat by name, location, legal description, zoning district, and case number
- ☐ H. Name, address, phone and fax numbers of the property owner, developer/sub divider, Engineer/Surveyor, etc.
- ☐ I. Name, registration number, and seal of registered professional civil engineer or registered land surveyor preparing the plat
- ☐ J. Certification by registered professional land surveyor of plat accuracy
- ☐ K. Table containing each lot, tract/parcel by number, width, area and use (tracts only). If on separate sheet, must be sealed and signed by preparer of plat; identify all changes made from preliminary plat by footnote
- ☐ L. Street names and right-of-way dimensions
- ☐ M. Acknowledgment of dedications of all streets for public use
- ☐ N. Note stating that all private streets, alleys, and tracts will be maintained and by whom
- ☐ O. Sight-distance triangles at street corners
- ☐ P. Typical lot layout for interior and street-side lots. If applicable, provide a typical parking space detail for standard, handicapped accessible, and van assessable spaces.
- ☐ Q. Statement that the Final Plat is in substantial compliance with the approved Preliminary Plat





**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PLAN  
APPLICATION CHECKLIST**



- \_\_\_ R. Identification of all lots reserved for schools or fire stations
- \_\_\_ S. Identification of all drainage way, retention/detention facilities, and drainage easements, channels, and tracts (Note: Drainage Tracts are preferable over easements).
- \_\_\_ T. Boundaries of any floodplain including "404 areas".
- \_\_\_ U. Statement that "All outdoor lighting will conform to the provisions of Section 1112 of the Maricopa County Zoning Ordinance".
- \_\_\_ V. Name, book, and page number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way. Provide note "unsubdivided" where appropriate.
- \_\_\_ W. Identification of the method of fire protection
- \_\_\_ X. Assurance statements regarding the following:
  - \_\_\_ i. Pavement and improvement of roads
  - \_\_\_ ii. Utility services
  - \_\_\_ iii. 100-year assured water supply
- \_\_\_ Y. Space for certifications (signatures) from the following Maricopa County agencies:
  - \_\_\_ i. Maricopa County Transportation Engineer or Director of Planning and Development Department
  - \_\_\_ ii. Maricopa County Assessor
  - \_\_\_ iii. Maricopa County Treasurer
- \_\_\_ Z. Space for approval by the Board of Supervisors under the signature of the Chairman of the Board, and attested to by the Clerk of the Board
- \_\_\_ AA. If applicable – Identification of a condominium and its characteristics
- \_\_\_ BB. If applicable – Identification of all "hillside areas" per MCZO
- \_\_\_ CC. If applicable – Identification of UPD characteristics, including a table comparing the base zoning district standards to the proposed UPD standards (see example in Zone Change packet).

**3. NARRATIVE REPORT:** (Brief explanation of the project. **(15 copies)** – 8½" x 11" paper. Underlined wording indicates a section heading.)

- \_\_\_ A. Title Page – include project name, general location, case/tracking \$ and vicinity map
- \_\_\_ B. Purpose of Request
- \_\_\_ C. Description of Proposal
- \_\_\_ D. Relationship to Surrounding Properties
- \_\_\_ E. Location and Accessibility
- \_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_ G. Development Schedule (phasing)
- \_\_\_ H. Community Facilities and Services (school district, parks, amenities, etc.)
- \_\_\_ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)

**4. LANDSCAPE PLANS:** Provide a **TWO (2) copies** of the **Planning and Zoning Commission approved Landscape and Amenity Plans**. A written explanation why this item is not required may be accepted in lieu of the plans. Landscape construction permits may only be submitted after Final Plat approval and recordation.

**5. DRAINAGE REPORT (5 copies)**

**6. INFRASTRUCTURE PLANS (12 completed, collated, and rolled plan sets and 12 transmittal letters):**  
A complete set of Infrastructure Plans shall consists (in this order) of a coversheet with index, Grading and Drainage (including Perimeter and Retaining Walls), Wet and Dry Utilities, Paving and Storm Drain, Signage and Striping, and Curb and Gutter (some variation may be allowed in assembly of complete sets and can be discussed at the pre submittal meeting). If provided, off-site construction plans to be in same order and attached after last sheet of the on-site plans. Plan sheets shall be numbered consecutively and be accompanied with transmittal letter which includes the name of the Final Plat, tracking #s for both Final Plat and Infrastructure Permit, and each item by description and quantity. Note: it is the responsibility of the applicant to submit complete sets of plans and all





**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PLAN  
APPLICATION CHECKLIST**



required documents. Any errors or omissions will result in rejection or a request for complete plans that meet submittal requirements. Intake may accept the submittal based on the transmittal letter.

**7. FEES:**

\_\_\_\_ A. Planning Review Fee:

Final Plat \$40 per lot, tract, or parcel (\$1000 min., \$10,000 max.)

See Maricopa County Subdivision Regulations (MCSR), Chapter 4 – ([www.maricopa.gov/planning](http://www.maricopa.gov/planning))

\_\_\_\_ B. Addressing Review Fee: Contact Addressing at (602) 506-3301 or see Addressing Regulations, Chapter 2 (This is a separate fee, but can be combined with the planning fee.)

\_\_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100. (This is a separate fee, but can be combined with the planning fee.)

\_\_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.) This fee will be assessed for applications submitted on or after June 20, 2008.

\_\_\_\_ E. Drainage Review Fee - Contact Drainage Review at (602) 506-7149. (This is a separate fee, but can be combined with the planning fee.)

NOTE: Recording fees are due after Final Plat recordation and Infrastructure Permit fees are due after approval of and prior to issuance of the permit.

**8. MARICOPA COUNTY AGENCY CONTACTS:**

Planning and Development (Planning and Zoning):	(602) 506-3301
Planning and Development (Plan Review Division):	(602) 506-3201
Addressing:	(602) 506-3301
Transportation (MCDOT):	(602) 506-8600
Environmental Services (MCESD):	(602) 506-6666
Drainage Review:	(602) 506-7149
Flood Control District:	(602) 506-1501
Assessor:	(602) 506-3406
Recorder:	(602) 506-3535
Treasurer:	(602) 506-8511

Note: A Map of Dedication checklist can be obtained from MCDOT, a Map Recordation Criteria checklist can be obtained from the Recorder's office, and an Accelerated Assessor Parcel Number submittal checklist can be obtained from the Assessor's office.



## Planning & Development Department 2008 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off. Projects <u>WILL NOT be scheduled for a P&amp;Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner &amp; MCDOT signed final plat mylars must be received by the Planner at least three (3) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
January 15, 2008	November 5, 2007	November 9, 2007	December 6, 2007	January 2, 2008
February 5, 2008	November 19, 2007	<b>N/A</b>	<b>December 20, 2007</b>	January 16, 2008
February 19, 2008	December 3, 2007	December 7, 2007	January 3, 2008	February 6, 2008
March 4, 2008	December 17, 2007	December 21, 2007	January 17, 2008	February 20, 2008
March 18, 2008	January 7, 2008	January 11, 2008	February 7, 2008	March 12, 2008
April 1, 2008	January 22, 2008	<b>N/A</b>	<b>February 21, 2008</b>	March 26, 2008
April 15, 2008	February 11, 2008	February 15, 2008	March 13, 2008	April 9, 2008
May 6, 2008	February 25, 2008	February 29, 2008	March 27, 2008	April 23, 2008
May 20, 2008	March 10, 2008	March 14, 2008	April 10, 2008	May 7, 2008
June 3, 2008	March 24, 2008	<b>N/A</b>	<b>April 24, 2008</b>	May 21, 2008
June 17, 2008	April 7, 2008	April 11, 2008	May 8, 2008	June 4, 2008
July 1, 2008	April 21, 2008	April 25, 2008	May 22, 2008	June 18, 2008
July 15, 2008	May 5, 2008	May 9, 2008	June 5, 2008	July 23, 2008
August 5, 2008	May 19, 2008	<b>N/A</b>	<b>June 19, 2008</b>	August 6, 2008
August 19, 2008	June 23, 2008	June 27, 2008	July 24, 2008	August 20, 2008
September 2, 2008	July 7, 2008	July 11, 2008	August 7, 2008	September 3, 2008
September 16, 2008	July 21, 2008	<b>N/A</b>	<b>August 21, 2008</b>	September 17, 2008
October 7, 2008	August 4, 2008	August 8, 2008	September 4, 2008	October 1, 2008
October 21, 2008	August 18, 2008	August 22, 2008	September 18, 2008	October 15, 2008
November 4, 2008	September 2, 2008	September 5, 2008	October 2, 2008	October 29, 2008
November 18, 2008	September 15, 2008	<b>N/A</b>	<b>October 16, 2008</b>	November 19, 2008
December 2, 2008	September 29, 2008	October 3, 2008	October 30, 2008	December 3, 2008
December 16, 2008	October 20, 2008	October 24, 2008	November 20, 2008	December 17, 2008
January 6, 2009 (tentative)	November 3, 2008	November 7, 2008	December 4, 2008	January 7, 2009 (tentative)
January 20, 2009 (tentative)	November 17, 2008	<b>N/A</b>	<b>December 18, 2008</b>	January 21, 2009 (tentative)



## Planning & Development Department

### DRAINAGE REVIEW REQUIREMENTS FOR FINAL PLAT



A final drainage report in conjunction with grading, drainage and paving plans will need to be submitted with the final plat. The final drainage report needs to be developed in accordance with the County's Drainage Policies and Standards Manual and signed and sealed by an Arizona Registered Professional Civil Engineer and to include the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine the volume needed and the size and location of basins.
4. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
5. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, existing and proposed grades, finished floors and street details.
6. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
7. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
8. **Layout** – Need to show drainage tracts, easements, building envelopes, and typical lot drainage.
9. **Access** – Need to show a 100-year all weather access route throughout the subdivision.
10. **Dry Wells** – If applicable, need to submit a copy of the dry well registrations before issuance of a permit.
11. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for a Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
12. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
13. **Fill out the following Table:**

Miles/Acres of Protected Natural Watercourse <sup>1</sup>		
Miles of Improved Watercourse or Storm Drain <sup>2</sup>		
Acres of Retention or Detention Areas <sup>3</sup>		

<sup>1</sup> Miles/Acres of watercourse that is preserved in a natural state by drainage tract, drainage easement, or building setbacks.

<sup>2</sup> Miles of watercourse that is altered by bank stabilization, channelization, storm drain installation, or grading. Curb and gutter does not qualify as watercourse.

<sup>3</sup> Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE: (Final Plat fee shall be assessed in accordance with the drainage fee schedule and are separate and additional to a Preliminary Plat fee.)



# DEPARTMENT OF TRANSPORTATION

## FINAL PLAT REQUIREMENTS



Subdivision Name:		File No.:
Engineer:		Date Received:
1.	Name, location by section, township, range, and county.	
2.	Name, registration number, and seal of engineer responsible for plat.	
3.	Scale (written and graphic), North point and date prepared.	
4.	Location and description of cardinal points; each of two corners shall be tied to separate section or quarter section corners.	
5.	Excepted parcels within boundary accurately described.	
6.	Corners noted and monuments found of set indicated; excluded tracts indicated.	
7.	Name, centerline, right-of-way lines, course, lengths and widths of all public streets, alleys, crosswalks and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys and radii of rounded street intersections.	
8.	All drainage-ways indicated.	
9.	Location, width and use of utility easements.	
10.	Location and dimensions of all lots.	
11.	All lots numbered consecutively, excepted tracts named and dimensioned.	
12.	Accurate outline of property dedicated for public or common use.	
13.	Name, book and page number of adjacent subdivisions or noted "Unsubdivided".	
14.	Cost estimate for infrastructure improvements.	
15.	Scale not more than 100 feet to inch. Index sheet with small-scale map.	
16.	Statement of dedication of all streets; signatures must be witnessed; easements provided for purposes indicated.	
17.	Acknowledgement of dedications.	
18.	Certification by registered professional, engineer or land surveyor.	
19.	Space for approval by Board and signature of Chairman attested by Clerk.	
20.	Minimum building setback lines located and dimensioned.	
21.	Statement of method for providing completion of improvements.	